



WASHINGTON STATE GAMBLING COMMISSION

LOCATION: 4565 7th Avenue SE, Lacey WA 98503
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WEB SITE: www.wsgc.wa.gov

INDIVIDUAL LICENSE APPLICATION

This application is for employees of businesses that operate licensed gambling activities.
It will take about 10 days to process a completed application.

TO AVOID PROCESSING DELAYS

1. Submit a completed application with the proper fee payable to the **Washington State Gambling Commission** (WSGC).
 2. You are required to submit a fingerprint card (attached FD-258), follow the instructions ([GC5-231](#) and [GC5-232](#)).
 3. Sign this application and make sure your employer signs the Employer Certification section on Page 2.
 4. You are required to submit Proof of Identity such as a copy of: a valid driver's license, a state identification card, or valid passport.
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WHO NEEDS TO BE LICENSED

1. Public Card Room Employees. If you perform any of the duties listed in [WAC 230-03-265](#) in a licensed:
 - a. Class E card room; or
 - b. Class F or house-banked card room.
 2. Non-Profit Gambling Managers ([WAC 230-03-235](#)). If you are an employee or member of a charitable or nonprofit organization who:
 - a. Has control to a material degree over a Class D or above Bingo license or Class C or above Punch Board / Pull-Tab license; or
 - b. Supervise:
 - i. Progressive jackpot pull-tab games; or
 - ii. Gambling Managers; or
 - c. Is assigned the highest level of authority by the Officers or Governing Board of your organization: is licensed to receive \$300,000 or more in combined gross gambling receipts or has established a trust and/ or endowment fund and have gambling receipts in excess of \$100,000 that contribute to that fund.
 3. Gaming Representatives:
 - a. Manufacturer's Representative - if you sell, promote, or provide a manufacturer's gambling equipment, supplies, or you supervise those who do ([WAC 230-03-300](#)).
 - b. Distributor's Representative – if you sell, promote or provide distributor's equipment, supplies, or you supervise those who do ([WAC 230-03-305](#)).
 - c. Service Supplier's Representative – if you are employed by a service supplier to provide gambling related services, or supervise those who do ([WAC 230-03-310](#)).
 - d. Enhanced Raffle Call Center Representative – if you are employed by a call center to receive enhanced raffle ticket sales or supervise those who do ([WAC 230-03-317](#)).
 - e. Linked Bingo Prize Provider Representative – if you are employed by a linked bingo prize provider in connection with the management of a linked bingo prize game or distribution of supplies for those games ([WAC 230-03-315](#)).
 4. Commercial Gambling Manager: if you supervise the operation of progressive pull-tab games ([WAC 230-03-250](#)).
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TRAINING REQUIREMENTS

You must complete a training course (<http://www.wsgc.wa.gov/training/training-handouts.aspx>) we establish within 30 days of being licensed if you ([WAC 230-03-070](#)):

- sign the licensing application; or
- are a manager; or
- are responsible for conducting gambling activities; or
- are responsible for completing records.

For Card Room Employees: your employer will provide training.

Manufacturer's Representatives do not need to complete training.
